



MIAMI SHORES VILLAGE  
DEPARTMENT OF PLANNING & ZONING  
10050 NE 2<sup>nd</sup> Avenue  
Miami Shores FL 33138-2304  
[www.miamishoresvillage.com](http://www.miamishoresvillage.com)  
David A. Dacquisto AICP, Director

Main Number: 305-795-2207

Fax Number: 305-756-8972

## **MIAMI SHORES VILLAGE**

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### **PLANNING BOARD PAINT APPEAL APPLICATION AND GUIDELINES**

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Applications for paint appeal shall be submitted to the Planning and Zoning Department. The application must be accompanied by the \$25.00 (fee payable to Miami Shores Village). Please print or type all required information and ensure that the application is complete and accurate. In order to be accepted for processing, the application must be accompanied by all required information and submittals.

Paint appeals will be presented for consideration at a public hearing of the Miami Shores Village Planning Board.

Upon a determination by a Miami Shores Official that a proposed exterior paint color for a home is inharmonious or inappropriate within the meaning of Section 523 of the Miami Shores Village Code, no building permit may be issued for such work except upon the approval of the Miami Shores Village Planning Board. The members of this Board are Village residents who serve without compensation and the Board, among other things, has the duty to enforce the provisions of the Village Zoning Ordinances for the benefit of the Village at large and all of its residents.

In the vast majority of cases, the homeowner and the Village Official are able to agree on an acceptable color so that appeals should rarely be necessary. However, when an appeal from the decision of the Village Official is brought before the Planning Board, the burden is upon the applicant to convince the Board that the determination of the Village Official was erroneous.

**A. ADDRESS OF PROPERTY AND PROPERTY INFORMATION**

To be filled out by applicant, information available: [www.miamidade.gov/pa/property\\_search.asp](http://www.miamidade.gov/pa/property_search.asp)

<b>Property Address:</b>	
<b>Folio Number:</b>	

**B. APPLICANT INFORMATION SHEET**

Contact Information

Please Print or Type

<b>Property Owner's Name</b>			
<b>Address, City, State, Zip</b>			
<b>E-mail Address</b>			
<b>Phone Number Day</b>		<b>Cell Number</b>	
<b>Fax Number</b>			
<b>Name of Applicant/Tenant:</b> If different from owner. (indicate if not applicable)			
<b>Address, City, State, Zip</b>			
<b>E-mail Address</b>			
<b>Phone Number Day</b>		<b>Cell Number</b>	
<b>Fax Number</b>			
<b>Name of Agent:</b> If different from owner and applicant. (indicate if not applicable)			
<b>Address, City, State, Zip</b>			
<b>E-mail Address</b>			
<b>Phone Number Day</b>		<b>Cell Number</b>	
<b>Fax Number</b>			

**IMPORTANT: THE APPLICANT OR AUTHORIZED REPRESENTATIVE MUST ATTEND THE HEARING TO PRESENT THE PROPOSAL. FAILURE TO APPEAR MAY RESULT IN DENIAL OF THE REQUEST.**

## C. EXHIBITS AND DATA TO BE SUBMITTED WITH THE APPLICATION

The Village will not process applications if the required exhibits and information are not included in the application submittal. All exhibits (data submitted in connection with application) become a permanent part of the planning & zoning records of Miami Shores Village and will not be returned to the applicant.

The Planning Board has established certain guidelines as to the type of evidence the Board would require from any applicant in conjunction with such an appeal.

### Required Documentation for a Complete Application:

(The original documents and seven (7) copies of each document are required as part of the submittal for a total of eight (8) complete collated and banded sets)

- a)  Pre-application meeting with Planning Director.
- b)  Complete application.
- c)  Fee paid in full.
- d)  Proof of ownership. A copy of the most recent tax bill, property appraiser's office record or a copy of the most recent recorded warranty deed is required.
- e)  Applicant must provide an "Owners Affidavit of Consent and Designation of Agency" form **Signed** by the property owner or applicant and agent if applicable, and **Notarized**. When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates the signatory's authority to represent the corporation.
- f)  Applicant must provide a "Consent for Inspection of Property and Posting of Property" form **Signed** by the property owner, authorized applicant or agent if applicable, and **Notarized**. When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates the signatory's authority to represent the corporation.
- g)  Letter describing the proposal and stating the grounds for the appeal.
- h)  Color photographs of the entire exterior of the subject building, mounted on 8.5" by 11" sheets.
- i)  Color photographs of all properties surrounding the subject building, mounted on 8.5" by 11" sheets.
- j)  Color photographs that show the neighborhood setting of the subject property, mounted on 8.5" by 11" sheets.
- k)  Color samples of the proposed paint colors.
- l)  Other data as required.

**CONSENT FOR INSPECTION OF PROPERTY AND POSTING OF PROPERTY**

I, \_\_\_\_\_, the owner or authorized agent for the owner of the premises located at \_\_\_\_\_ do hereby consent to the inspection of said premises and the posting of public notice by an employee of Miami Shores Village, Florida, in conjunction with an application for \_\_\_\_\_, without further notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Print Name

NOTARY SEAL:

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

(Please check one)

- Personally known to me; or
- Produced identification.

Type of Identification Produced: \_\_\_\_\_.

**OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY**

I/We \_\_\_\_\_ as Owner(s) of Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Sections \_\_\_\_\_, Plat Book and Page Located at \_\_\_\_\_ desire to file an application for a public hearing before the Planning and Zoning Board and I/WE understand and agree with the following:

- 1) That the Planning and Zoning Board will table or may deny the application if the applicant is not present at the hearing.
- 2) That it is the responsibility of the applicant to submit a complete true and correct application before a hearing will be scheduled before the Planning and Zoning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the Village Code, Miami-Dade County, the South Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the Village Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the Village Code prior to the public hearing.
- 6) That applicant will be responsible for complying with all the conditions and/or restrictions imposed by the Planning and Zoning Board in connection with the request and will comply with those conditions and/or restrictions and that failure to do so will void and approvals delay issuance of permits to proceed with the request.
- 7) The undersigned owner(s) and applicant(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.

I/We as the owners of the subject property: (Please check one)

- Do hereby authorize \_\_\_\_\_ to act on my/our behalf as the applicant.
- Will on my/our own behalf act as applicant(s), and make application in connection with this request for a public hearing before the Planning and Zoning Board.

I/We understand that if my/our request is denied, I/We have ten (10) days from the date of hearing to appeal the decision of the Planning and Zoning Board to the Village Council.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Authorized Applicant(s) or Agent(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Name of Notary Typed, printed or stamped

\_\_\_\_\_  
Name of Notary Typed, printed or stamped

NOTARY SEAL :

NOTARY SEAL :

(Please check one)

- Personally known to me; or  Produced identification.

(Please check one)

- Personally known to me; or  Produced identification.

Type of Identification Produced: \_\_\_\_\_.

Type of Identification Produced: \_\_\_\_\_.